MISSOURI

BYLAWS

AND

INFORMATION

DIRECTORY

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MISSION STATEMENT

The mission of the Missouri Technology Student Association is to prepare our membership for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunities. (Adapted from the National TSA Mission)

GOALS

1. To promote leadership, fellowship, and scholarship among students throughout the state of Missouri.
2. To promote Technology Education Programs in the public schools of Missouri.
3. To increase the knowledge and understanding of our industrial society and its relationship to technological advancement.

OBJECTIVES

1. To develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
2. To provide good leisure time activities and hobbies.
3. To promote high standards of craftsmanship and safety.
4. To assist in providing guidance and counseling for students enrolled in Technology Education programs in making informed and meaningful choices in selected occupational fields.
5. To prepare individuals for enrollment in advanced and highly skilled vocational and technical education programs.
6. To develop consumer knowledge in students.
7. To provide career information and instructions pertaining to a broad range of careers.
8. To provide exploratory experiences in technology laboratories and observations in business or industry to acquaint students with jobs in the different occupations.
9. To assist Technology Education students in creative expression.
10. To promote and encourage all students to utilize basic essential life management skills.

By Laws of the Missouri
TECHNOLOGY STUDENT ASSOCIATION

ARTICLE I   **NAME**

Section 1.   The official name of this organization shall be the "Missouri Technology Student Association" and may be referred to as "Missouri-TSA".

ARTICLE II   **PURPOSES**

Section 1.   The general purposes of this organization are:
a) To promote leadership, fellowship, and scholarship among students throughout the state of Missouri,
b) To promote Technology Education programs in the public schools of Missouri,
c) To increase the knowledge and understanding of our industrial society and its relationship to technological advancement.

Section 2.   The specific purposes of the Association are:
a) To develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
b) To provide good leisure time activities and hobbies.
c) To promote high standards of craftsmanship and safety.
d) To assist in providing guidance and counseling for students enrolled in technology education programs and in making meaningful choices in selected occupational fields.
e) To prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs.
f) To develop consumer knowledge in students
g) To provide occupational information and instructions pertaining to a broad range of occupations.
h) To provide exploratory experiences in technology laboratories, and observations in business or industry to acquaint students with jobs in the different occupations
i) To promote and encourage all students in creative expression.
j) To promote and encourage all students to utilize basic essential skills.

ARTICLE III   **MEMBERSHIP**

Section 1.   Missouri TSA will recognize individual membership through a district association and its local chapters, this is if they meet all constitutional requirements of the Technology Student Association (TSA).

Section 2.   Each elementary, middle, junior or senior high school local chapter must

consist of a minimum of ten (10) individual members to be associated with TSA. In addition, a local school Association may be chartered as a member of Missouri TSA, Inc., upon approval of the Board of Directors of Missouri TSA, Inc.

Section 3.   Missouri TSA will recognize individual membership through a chartered local association if there is no district association. Local chapter affiliation with the Technology Student Association must come through membership in Missouri TSA and Identify itself by using the School name before the acronym TSA.

Section 4.   Membership eligibility will be governed by each chapter. Individual membership shall be recognized as active, alumni, associate, or honorary membership.

Section 5.   Active members shall be elementary, middle, junior or senior high students enrolled in or having completed any Technology Education course. An active member shall pay dues and may be declared eligible to hold a state office, to participate in state competitive events and projects, to serve as a state voting delegate or otherwise represent his or her chapter in Missouri TSA affairs as may be approved by this association or prescribed by the Missouri TSA constitution.

Section 6.   Alumni membership may be obtained after graduation from school by paying annual dues. Alumni members cannot hold office or vote.

Section 7.   Associate members are parents, guardians, or patrons who manifest and interest in Technology Education and who contribute an amount at least equal to annual dues and enjoy all rights and privileges except holding office and voting.

Section 8.   Honorary life members may be individuals who have made or are making contributions to the advancement of Technology Education, and shall be exempt from annual dues. Honorary life members may not hold office or vote. In honor of his dedication to the advancement of Technology Education in the State of Missouri as Founder and first State Advisor of Missouri TSA, Phil Schooley or North Pemiscot High School is recognized as an Honorary Life Member of Missouri TSA.

Section 9.   Annual membership dues will be raised by vote of the executive board based upon the needs of the association.

Section 10.   All individual members are eligible to participate at the local, state and national levels. No individual or chapter may join the national association without joining the state association.

Section 11.   A charter fee determined by the executive board will be charged for each chapter that affiliates with Missouri TSA.

Section 12.   The state officers shall consist of a: President, Vice president, Secretary, Treasurer, Reporter, and sergeant at Arms. There shall be nine (9) elected district representatives. This number will vary, as each district must have an affiliated Missouri TSA association before a district representative is elected from the district. In the case where a district has no representative eligible to be nominated for office, a neighboring district can fill the vacancy providing the total number of state officers from that district does not exceed three (3).

Section 13.   The executive board shall serve as a credentials committee to review all state officer candidates and their qualifications. Also, the Board of Directors will have the right to fill by appointment any vacancy that occurs in the state officers for the unexpired term, except the office of President, which shall be filled by the Vice president.

ARTICLE IV   VOTING

Section 1.   Local chapters shall exercise their voting privileges through voting delegates at the annual meeting of the Missouri TSA.

Section 2.   Each chartered chapter is entitled to two (2) voting delegates for every ten (10) members for the purpose of transacting business of Missouri TSA. In case of a delegate's inability to attend, an alternate local delegate may be appointed by the local chapter's advisor.

Section 3.   All registered voting delegates in attendance at the general assembly shall constitute a quorum for the transaction of any business.

Section 4.   Voting members not present at the general assembly meeting may send their voting power with an alternate upon presentation of proper credentials.

ARTICLE V   MEETINGS

Section 1.   At least one (1) officer's meeting will be held prior to the spring conference. The time and place of the meeting is to be designated by the Missouri TSA, Inc., Board of Directors.

Section 2.   There shall be held each year in the late spring a one-day minimum spring conference. The time and place to be designated by the Missouri TSA, Inc., Board of Directors.

Section 3   Each officer is to attend a Leadership Conference endorsed by the Missouri TSA, Inc., Board of Directors. Each elected officer shall attend the endorsed Leadership Conference during his or her elected year. Failure to attend the Leadership Conference will constitute grounds for impeachment from their elected office, subject to action by the Board of Directors.

Section 4.   Parliamentary procedure for Robert's Rules of Order shall govern all meetings of the Missouri TSA, Revised.

ARTICLE VI   STATE OFFICERS

Section 1.   State officers will be nominated by mail prior to the month of March. A nominee may not serve as a delegate.

Section 2.   Candidates for state office shall maintain membership in National TSA and shall present their platform at a general meeting during the state contest and competitive events. Failure of a candidate to personally present their platform at this general meeting will result in that candidate's name being removed from the ballot, subject to action by the Board of Directors.

Section 3.   State Officers shall be elected by a majority of delegate votes cast at a general meeting held during the state conference and competitive events. The Board of Directors will oversee the running of this election.

Section 4.   Elected individuals for state office will be sworn in at the state conference and competitive events awards ceremony, and will hold office until the swearing in of the following year's newly elected state officers.

Section 5.   The state officers shall consist of a: President, Vice president, Secretary, Treasurer, Reporter, and sergeant at Arms. There shall be nine (9) elected district representatives. This number will vary, as each district must have an affiliated Missouri TSA association before a district representative is elected from the district. In the case where a district has no representative eligible to be nominated for office, a neighboring district can fill the vacancy providing the total number of state officers from that district does not exceed three (3). The nine (9) districts will be identical to the districts recognized by the Missouri Industrial Technology Education Association (MITEA).

ARTICLE VII   DUTIES OF OFFICERS

Section 1.   **President**
                    The association president shall:
                    a) Preside at and conduct meetings according to parliamentary procedure.
                    b) Appoint committees and serve as ex officio member of each.
                    c) Keep the meetings moving at an interesting pace.
                    d) Call upon other officers to take the chair when necessary or desirable.
                    e) Keep association activities progressing in a satisfactory manner.
                    f) Represent the association in outside activities.
                    g) Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

Section 2.   **Vice-President**

The association Vice-President shall:
a)   Assist the president
b)   Serve and record member votes.
c)   Succeed the president in case of vacancy.
d)   Serve as chairperson of the membership and program committee.
e)   Meet with and be responsible for all committees.

Section 3.   **Secretary**
The association Secretary shall:
a)   Prepare and read the minutes of each meeting.
b)   Count and record member votes.
c)   Read correspondence and communications at meetings.
d)   Keep association permanent records.
e)   Post notices to members pertaining to association activities and
       send invitations to guests.
f)   Be responsible for association correspondence.
g)   Call the meeting to order in the absence of the presiding officer.

Section 4.   **Treasurer**
The association treasurer shall:
a)   Report all financial standing at each meeting. (A written report
       should be provided to each officer.)
b)   Keep an accurate record of receipts and payments.
c)   Obtain and present ideas and suggestions for increasing the
       treasury and financing activities.
d)   Keep the state advisor apprised of the financial changes of the
       Missouri TSA.

Section 5.   **Reporter**
The association reporter shall:
a)   Prepare articles for publication.
b)   Contact members to obtain news regarding the association.
c)   Contact personnel in charge of other publications and provide copy
       conforming to their requests.
d)   Act as historian of the association by keeping an association
       publications archive.
e)   Assist with planning and arranging association exhibits.
f)   Act as editor of association publications with the responsibility of
       developing and publishing.

Section 6.   **Sergeant at Arms**
The association sergeant at arms shall:
a)   Serve as parliamentarian for the association.
b)   Arrange meeting rooms and care for association paraphernalia.
c)   Be responsible for the comfort of those present at all meetings.
d)   Assist officer candidates prior to and during elections.
e)   Arrange entertainment, refreshments, and other details related to
       meeting programs.
f)   Serve as chairperson of the welfare committee.

ARTICLE VIII   THE MISSOURI TSA ADVISOR

Section 1.   It is recommended that a Technology Education/Industrial Technology teacher serve as a chapter advisor; however, is cases where there is no such interested teacher, a state certified educator may be appointed by the school's principal. The appointed advisor would have all the rights and privileges of a regular advisor as long as her/she maintains his/her chapter in good standing.

ARTICLE IX   ORGANIZATION

Section 1.   The Missouri Technology Student Association is an organization of local school associations, each operating in accordance with a charter granted by Missouri TSA, Inc.

Section 2.   Each chartered local school association of Missouri TSA, Inc., will be responsible for all operational activities within that local school or geographic unit under the direction of the state supervisor of Technology Education or appointed representative.

Section 3.   The administration of Missouri TSA interests will be vested in the Board of Directors of Missouri TSA, Inc.

ARTICLE X   FINANCES

Section 1.   Chartered local school associations will be responsible for state dues as determined by the Board of Directors of Missouri TSA, Inc.

Section 2.   The Missouri TSA, Inc., Board of Directors will manage TSA finances and will furnish an annual report to each chartered local school association.

ARTICLE XI   EMBLEM AND COLORS

Section 1.   The TSA emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letter TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about 1/3 the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion contains the name – Missouri—in white letters on a red background. The logo is a modern, futuristic symbol that represents the association's commitment to technology and its impact on the future.

Section 2.   The colors of Missouri TSA shall be scarlet (red), white, and blue.
a) Scarlet (red)—represents the strength and determination of the technology education students and teachers to obtain their goal.
b) White—represents the high standards, morals, and religious beliefs we hold.

c) Blue (navy)—represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technical world.

ARTICLE XII   MOTTO AND CREED

Section 1.   The motto of the Missouri Technology Student Association will be "Learning to live in a technical world."

Section 2.   The creed of the Missouri Technology Student Association will be:

I believe that Technology Education holds an important place in my life in the technical world. I believe that there is a need for the development of good attitudes concerning work, tools, materials, experimentation and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community; state and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for their individuals.

Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me and to be steadfast in my belief in my God and my fellow Americans.

ARTICLE XIII   AMENDMENTS

Section 1.   An amendment to this By Laws must be submitted in writing by the local school association to the president, Missouri TSA, Inc., at least ninety (90) days prior to the annual meeting.

Section 2.   The president (chairman) of the Board of Directors of Missouri TSA, Inc., will be responsible for notifying in writing the local school associations and the Missouri TSA officers of the proposed amendment at least thirty; (30) days prior to the state annual meeting.

Section 3.   The proposed amendment must be approved by a three-fourths majority of the voting delegates present at the annual meeting.

Section 4.   Each local school association will be entitled to one vote for each local school chapter officer in attendance (maximum of 6) plus two additional votes for each chapter of that local school district.

Section 5.   The president (chairman) of the Board of Directors of Missouri TSA, Inc., will be responsible for notifying in writing the local school associations of adopted amendments within sixty (30) days of the state annual meeting.

Section 6.   Amendments will become effective in sixty (60) days unless a different time period is stipulated.

CHAPTER PARAPHERNALIA

Only currently affiliated chapters may use association symbols or paraphernalia. Contact the state office for the following recommended items:

1.   An American and Missouri flag.

2.   State and National Handbooks for officers and advisors.

3.   Chapter emblem or banner.

4.   Official symbols mounted on a stand for each officer-must include gavel and block. Drawings that illustrate shape and size of office can be requested from the National office.

5.   Treasurer's Record Book and or Check Book.

6.   A chapter's Record Book.

7.   Secretary's permanent Minutes Book.

8.   Charter, framed.

9.   Creed, framed.

10.   Motto, framed.

11.   Code of Ethics, framed.

12.   Parliamentary Procedure Rules of Order Book- (*Robert's Rules of Order, newly revised).*

CODE OF ETHICS

We will conduct ourselves in such a manner as to be a credit to our organization, our school, and our community at all times by:

1.   Respecting the rights of others.

2.   Respecting the property of others.

3.   Practicing courtesy at all times.

4.   Being honest and sincere.

5.   Being conscious of our personal appearance and dressing appropriately.

6.   Taking pride in our organization and its work.

7.   Controlling self, behavior, and language.

8.   Respecting the other person's opinions and being tactful with any

       criticisms.

9.   Demonstrating good sportsmanship and fair play in all competitive

       activities.

10.   Sharing educational experiences.

EMBLEM

The emblem is a symbol of the intent and goals of Missouri TSA. It is displayed in full in this handbook, on official documents, at all organizational functions, and is worn as a patch by members of Missouri TSA.

The copyright of the emblem is owned by the National Technology Student Association. Only chapters and individual members affiliated with the National are licensed to use and display the emblem.

COLORS

SCARLET: Represents the strength and determination of students and
                  teachers to obtain their goals.

WHITE: Represents the high standards, morals, and religious beliefs
                  we hold.

NAVY BLUE: Represents the sincerity of students and teachers in obtaining
                  a greater knowledge of our technical world.

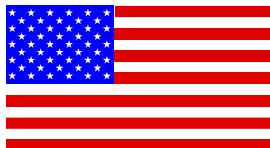**LIGHT GREY:**   Represents the masses of laborers who work each day so that
                  our nation will stand strong, and who prove that there is   dignity
in work.

CEREMONIES AND MEETINGS

At the prescribed time for the meeting, the officers assume the position indicated.

State and/or National Banner

American Flag----------------------------------Missouri Flag

Sergeant-at-Arms ----Reporter -----President ----- Secretary ---- Treasurer ---Vice President

Officers Table(s)
(Symbols positioned in front of the respective officer)

(Officers Facing Audience)

*****Audience*****

PRESIDENT:	(Raps twice with gavel. The group comes to order.)
	Will the meeting please come to order.
	(Pause--Officers, move chairs far enough back so you can sit on edge and still have room to stand between chair and table.)
	(Optional) ***The invocation will be given by...***
STUDENT:	(Comes to front, gives the invocation, and returns to seat.)
PRESIDENT:	***Mr./Ms. Sgt. at Arms, are all the officers in their places?***
SGT.-AT-ARMS:	(If an officer is absent, so state. If not)
	They are, Mr./Ms. President

PRESIDENT: (Raps Three times for assembly to rise.)

Sergeant at Arms, please led the assembly in the pledge to the flag of the United States of America.

SGT. AT ARMS: (Leads pledge to flag)

PRESIDENT: (Raps once and assembly is seated.)

Mr./Ms. Secretary, will you please call the roll.

SECRETARY: *Mr./Ms. Sergeant at Arms.*

SGT. AT ARMS: *Present.*

(Rise)

The symbol of my office is the "Hearty Hand Shake" and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this association.

(Remain Standing)

SECRETARY: *Mr./Ms. Reporter.*

REPORTER: *Present.*

(Rise)

The symbol of my office is the "Beacon Tower" and it is my duty to see that our school, community, area and state association have a complete report of our organization's activities.

(Remain Standing)

(Pause)

SECRETARY: *Mr./Ms. President.*

(Rise)

PRESIDENT: *Present.*

(Rise)

The symbol of my office is the gavel. The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization.

Mr./Ms. Secretary.

SECRETARY: *Present.*

(Rise)

The symbol of my office is the "Pen" and my responsibility is to see accurate and proper records are kept of all business and correspondence of this association.
(Remain standing)

(Pause)

SECRETARY: *Mr./Ms. Treasurer.*

TREASURER: *Present.*

(Rise)

The symbol of my office is a "Balanced Budget." It is my duty to keep accurate and proper records are kept of all funds and see that our financial obligations are met promptly.

(Remain standing)

SECRETARY: *Mr./Ms. Vice-President.*

VICE PRESIDENT: *Present.*

(Rise)

The symbol of my office is a "Star." It is the duty of my office to see that we always have a strong membership and a good work program and are alert to the welfare of our association.

(Remain standing)
SECRETARY: *Mr./Ms. President, all officers (with the exception of ___ _____) are present and in their places.*

PRESIDENT: (Raps once with gavel for all officers to be seated.)

Mr./Ms. Sgt. At Arms, do we have guests present?

SGT. AT ARMS: (if so, introduce guests. If not)

No, Mr./Ms. President.

PRESIDENT: *Mr./Ms. Secretary, we are ready to transact our business.*

(Proceed according to the order of business.)

PLEDGE TO THE FLAG

When repeating the pledge to the flag, it should be repeated as it is punctuated. The phrase "one nation under God" is meant to be said without a pause. Members should face the flag, placing the right hand over the left breast and holding it there while repeating the following pledge:

> *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

At the conclusion of the pledge, the hand should be dropped quietly to the side and the member should again face the President's rostrum. The pledge should always be used in the official opening ceremony for meetings, at installation ceremonies, and at other appropriate association meetings.

ORDER OF BUSINESS

It is important that all organizations have an established order of business to be followed during regular meetings; the suggested order of business given below is for the benefit of both officers and members. The order of business may be altered to meet local needs.

1. **Opening ceremony** - This includes the call to order, invocation (optional), pledge to flag, and roll call.

2. **Minutes of the previous meeting** - Minutes should be read by the chapter secretary and approved by the group assembled.

3. **Officer reports** - Any or all officers who have reports should give them at this meeting.

4. **Report on special projects** - Special association work projects should be presented.

5. **Special programs** - Special scheduled programs should be given at this time. The program should include speakers, films, or other types as appropriate.

6. **Old business** - Old or unfinished business should be transacted.

7. **Committee reports** - Standing and special committee reports should be presented.

8. **New business** - All new business should be completed.

9. **Special ceremonies** - Installation and initiation or other ceremonies should be held.

10. **Closing ceremony** - The formal closing ceremony should be given to close the meeting.

11. **Entertainment, recreation, and refreshments** - This portion of the meeting should be last and be turned over to the committee chairperson.

CLOSING CEREMONY

PRESIDENT: (Raps three times; assembly rises)

Will the assembly face the American flag and raise your right hand; Mr./Ms. Secretary will you please read the creed.

SECRETARY: (Creed is read)

PRESIDENT: *Will the assembly please repeat the motto after me. "Learning to live in a technical world"*

Does anyone know of any reason why this assembly should not adjourn? I declare this meeting adjourned until a special meeting is called or until our next regular meeting.

(Raps once with gavel.)

(Meeting adjourned.)

INSTALLATION OF OFFICERS

The most impressive installation ceremonies in any organization are conducted from memory. This will take more time and effort.   However, such an effort will produce dividends for all Association members. An installation team from another association, and advisor, or past president may install officers. The newly elected officers are placed in front of their stations. The installation officer stands behind the rostrum. The invocation (optional) is presented by one of the members.

INSTALLATION OFFICER:

I consider it an honor to meet with this assembly and officially install the officers you have chosen to serve you this coming year. I know you have faith in each of them or they would not have been selected. In order for these officers to help this association progress, there must be enthusiasm and cooperation exercised by every member present. Will the assembly please rise and repeat the pledge to the flag.

(Pledge is said and the assembly is seated. New officers remain standing.)

Will the newly elected officers repeat the symbols and duties of their offices, beginning with the president.

NEWLY ELECTED OFFICERS:

(Proceeding in order from president to vice president, secretary, treasurer, reporter, and sergeant-at-arms, state their office symbols and duties.)

INSTALLATION OFFICER:

Does each officer pledge to lead this organization forward to the best of his/her ability?

OFFICERS IN UNISON:

We do.

INSTALLATION OFFICER:

Will the assembly please rise. The newly installed officers will lead us as we repeat the creed.

ASSEMBLY: (Creed is spoken)

INSTALLATION OFFICER:

I now declare these officers officially installed and responsible for performing the duties of their offices. The meeting is adjourned.

MOTTO

"Learning to live in a technical world"

CREED

I believe that Technology Education holds an important place in my life in the technical world. I believe that there is a need for the development of good attitudes concerning work, tools, materials, experimentation and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community; state and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for their individuals.

Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me and to be steadfast in my belief in my God and my fellow Americans.

LOCAL, DISTRICT, AND STATE MEETINGS

LOCAL MEETINGS:

The program of work for the local association, as described here in this handbook, in the Constitution, and Bylaws stresses the belief that our local meetings should be designed to fill a need pertaining to our local chapter members. For this reason, the type and program of our meetings will vary. However, leadership training should be a part of the total chapter's program.

DISTRICT MEETINGS:

the first district meeting of the year is generally a meeting for business purposes and getting acquainted. Officers are elected and installed, the next meeting places are selected, and leadership development takes place followed by recreation and refreshments.

Other district meetings are based around leadership activities, program development, district contest preparation, and competitive chapter activities which are followed by recreation and refreshments.

The last district meeting is usually held late in the year, prior to the state meeting. Projects are entered in judging competition and student participation contests of various kinds are conducted. Students and projects placing in these events are eligible to compete in the events at the state meeting.

STATE MEETING:

The state meeting is usually held in May. Officers are elected for the coming year and other association business is transacted. Projects that were district winners are entered in various categories as prescribed by the Association Rules Handbook. This meeting should eventually become a two-day event, climaxed by an awards presentation. The awards presentation activities usually recognize the student contest winners, project winners, and installation of state officers.

PROGRAMS

PROGRAMS:

Always have meetings well organized and have something to offer in the form of a program at each meeting. The program can be informative, inspirational, demonstrative, recreational, business, or field trips. A combination of two or more of these may be used to provide a well-rounded program. The program chairperson is one of the most important members in the local association.

THOUGHT:

If you don't have a program, why have a meeting? If you don't have meetings, you don't have an organization. The need for programs is important in continuing your organization.

ACTIVITIES:

Yearly activities should always be included in the year's work plans. The activity chosen should meet some school, association, or community need, such as raising funds for the association, community welfare, safety, or some need in the school. Chapters should always set goals when planning activities. The local association should never be without a work project. A chapter without goals or a project will not continue to function.

SUGGESTED CHAPTER ACTIVITIES

All activities come under one of four divisions:

__Community__   *__School__*   *__Chapter__*   *__Fund Raising__*

COMMUNITY SERVICE ACTIVITY EXAMPLES:

1. Sponsoring safety campaigns.
2. Sponsoring fire prevention activities
3. Repairing Christmas toys in cooperation with local fire department.
4. Making house numbers on street curbs.
5. Helping with cleanup drives.
6. Marking and numbering hubcaps and recording numbers.
7. Sponsoring community fair exhibits.
8. Collecting used clothing for service organizations
9. Sponsoring special citizens' weeks.
10. Refinishing city library furniture.
11. Collecting food for community charity.
12. Helping in door-to-door fund raising drives.

SCHOOL SERVICE ACTIVITY EXAMPLES:

1. Making school bulletin boards.
2. Keeping parking stripes painted.
3. Sponsoring Assemblies.
4. Building campus benches.
5. Building scenery for plays.
6. Stenciling numbers on stadium or gym bleacher seats.
7. Building items for special school events.
8. Sponsoring exhibits and banquets.
9. Purchasing needed items for school.
10. Making minors repairs on athletic equipment.

CHAPTER ACTIVITY EXAMPLES FOR PROMOTION OF STUDENT ORGANIZATIONS:

1. Writing newspaper articles or writing reports for the school paper.
2. Posters in the hallways, cafeteria or other highly visible locations.
3. Handling radio and television publicity.
4. Awarding Craftsman and Master Craftsman Awards.
5. Awards for Excellence in Industrial Technology.
6. Preparing past chapter honor rolls, chapter record book, and officer emblems.
7. Installing officers and members into chapter.
8. Presenting entertainment.
9. Sponsoring competition between local clubs.
10. Sponsoring socials or parties.
11. Handling judging competition.

12. Inviting community leaders to chapter functions.
13. Having cards printed with club motto to be distributed at special times, such as when the club has helped someone.
14. Having "open" lab time for students to visit and learn about you club activities and your courses.

FUND RAISING ACTIVITIES:

1. Sponsoring different types of concessions, such as:
   a. Stands at football, basketball, and track events.
   b. Chili suppers, pancake suppers, cake or pie sales.
   c. Selling pillows, programs or mums at athletic events.
2. Sales of citrus fruit, spirit ribbons, popcorn, cheeses, or nuts.
3. Sponsor a newspaper drive or recycling drive.
4. Having light bulb or broom sales.
5. Sponsoring game night in the school's gym or cafeteria.
6. Sponsoring movies.
7. Holding magazine subscription drives.
8. Making scrap metal drives. (copper, aluminum, iron)
9. Printing a school directory
10. Sponsoring rummage sales.
11. Marking curbs with house numbers in cooperation with cities.
12. Sponsoring Halloween festivals.
13. Sponsoring fat or lean ball games, donkey ball games, or some similar   event.
14. Holding an automobile rodeo with emphasis on skilled driving.
15. Sponsoring a junior rodeo in conjunction with agriculture students.
16. Sponsoring talent shows.
17. Washing and waxing cars.
18. Making plaster is from molds.
19. Building and selling garbage can racks, portable bookcases, telephone racks, other similar household aids.
20. Raising plants from seed in hotbeds or other plants from cuttings for spring sales.
21. Selling Christmas trees.
22. Selling ballpoint pens engraved with chapter name and motto.
23. Mass produce something and sell it such as a pen for your club.
24. Selling coupon books
25. Selling T-shirts.
26. Other ideas approved by chapter and advisor.

TEN STEPS TO STARTING A TSA CHAPTER

Starting a chapter is easy if you lay some groundwork. You should set a goal to learn all you can about TSA and what it offers. Without proper preparation, you could be up against administrative opposition or be unable to ignite the interest of your students.

What is TSA? What can TSA do for you, your students and your school? If you know the answers to questions like these, then you'll be able to dispel doubts your principal or students may have about starting a chapter.

Through TSA membership students:
- Learn from leadership training.
- Develop and increase individual civic pride, responsibility, and involvement.
- Participate in service activities and projects for the benefit of others.
- Are provided the opportunity for individual growth, development, and maturation according to one's own interests and abilities.
- Are involved in projects for one's chapter, school, community, and self.
- Meet and work with leaders from business, industry, and the community to gain additional career information and exposure.
- Participate in local, state, and national conferences.
- Learning how to share with others—by leading, following, and making decisions that affect oneself and other members.
- Share in all the benefits and membership services provided through local, state, and national membership affiliation.

Through TSA membership schools and advisors:
- Promote, expand, and improve the total technology education program.
- Create additional means of developing student interest in broad-based learning.
- Promote the school, with visibility provided through school and community projects.
- Provide opportunities for students to integrate learning experiences from other instructional areas.

Through TSA membership your community:
- Benefits from a productive group that is oriented to serve the community.
- Gains a more highly skilled potential workforce.
- Will gain recognition for the community's students.

Since 1978, TSA has been serving technology education students and instructors by successfully fulfilling their needs in Technology Education.

1. **The organizing committee**
- Select a few enthusiastic students to organize a TSA chapter.
- Encourage this group to become familiar with TSA before they begin.
- For single sections, select four or five students from the class.
- For school-wide chapters, select at least one representative from each training program.

 The committee should elect a chairperson to serve until the chapter is officially underway. This organizing committee is the first step in putting chapter control in the hands of the students. The two main duties of the organizing committee will be to draft a local constitution (necessary for obtaining a charter) and to plan a membership campaign. The constitution is the framework for how the chapter will be run. You can find suggested constitutions in the *TSA Chapter Program Kit* and the *Teacher's Tool Kit.*

2. **The recruitment meeting**
 To introduce TSA to the other students, conduct a recruitment meeting. Use school announcements, bulletin boards, fliers and word-of-mouth to promote the meeting. Here's a simple format for the meeting:
  - Introduce organizing committee members.
  - Have the chairperson or advisor deliver an overview of TSA
  - Show the TSA recruitment video *"TSA Open Doors".*
  - Present the idea of forming a chapter to the class for debate.
  - If the class is in favor of forming a chapter, present the constitution. If the class likes it, have them vote to pass the constitution.
  - When the constitution has been passed, plan the membership drive.
  - Explain the dues and set a deadline for paying them.

3. **The membership drive**
 After planning you will begin your membership drive. Appoint a representative from each classroom to collect dues until officers are elected and you have a treasurer. When collecting dues, keep several things in mind:
  - Adhere to school policy.
  - Set a deadline that is early enough to allow you to meet both your local, state and national deadlines. The national deadline for membership is March 1 (see the roster instructions sheet for your state deadline.) The sooner your rosters are received, the quicker your service starts.
  - Record the names of paid members on your TSA Chapter Affiliation Booklet. If paying dues is difficult for students, hold a fund-raiser to pay the dues for the entire class (everyone should participate in the event.)

4. **Officer elections**
   Hold elections for chapter officers. Keep the election simple. For instance, you could hold a meeting and request nominations for candidates then have a show of hands to elect officers.

   To encourage enthusiasm, conduct a political campaign. For that, appoint a committee to develop election guidelines (dates, application procedures and nominee requirements).

5. **The officers' first order of business**
   Hold a meeting of the newly elected officers. The first item of business should be petitioning the state for a charter. First, make sure your school has never been issued one. If it has, then you don't need another. Find out by calling your state association. If you do need a charter, contact National TSA for a charter application and fill it out. Send the original copy to National TSA and a copy of the application along with a copy of your constitution to your state association

6. **Chapter committees**
   The chapter president establishes the following standing committees:

Membership	Service
Public Relations	Social/Recreational
Fund Raising	Leadership
Constitution and Bylaws	Recognition
Business and Industry Resource	Nominating

   A complete description of each committee and its function is in the *TSA Chapter Program Kit*.

7. **Develop a Calendar of Activities**
   The chapter's Calendar of Activities and the chapter's project goals, is a plan for the year. Establish a Calendar of Activities Committee to come up with the plan and make recommendations to each standing committee. To help chapters plan Calendar of Activities.

8. **Vote on the Calendar of Activities**
   Once the tentative calendar of activities is determined, present it to **all** members for their approval. The program directly influences the TSA year.

9. **Get the necessary materials**
   A well run TSA chapter uses all of its available resources such as the:
   - *TSA Chapter Program Kit*
   - Curricular Resources Guide for Middle School/High School.
   - TSA Information Directory
   - TSA Videos for "TSA Open Doors" and "TSA Chapter Team Competition" available from the CIMC of Stillwater, Oklahoma. 1-800-654-4502

10. The advisor's continuing role

TSA philosophy is that students manage their chapter, so your role should lessen as the year goes by. But the best advisors remain an active part of the chapter; advisors are official members. After starting a chapter, the advisor's duties include the following:

- Maintain student enthusiasm.
- Provide guidance as needed.
- Clarify or point out what students might neglect.
- Encourage chapter evaluation.
- Relate TSA activities to classroom learning, community life and the student's future roles in society.
- Set standards for members to follow by being a positive role model.

The greatest pitfall for advisors is doing all the work alone. Not only is this unfair, but it wears them out and deprives the students of the rewards of running a chapter. Let students run the show!

PARLIAMENTARY PROCEDURE

Although the majority of TSA members are not involved in running meetings, everyone is encouraged to actively participate. In order to do so effectively, members should be familiar with typical parliamentary procedure. The purpose of parliamentary procedure is to:

1. Enable a group of people to transact business with speed and efficiency,
2. Protect the rights of each individual, and
3. Preserve a spirit of harmony within the group and organization.

STEPS TO PROCESS A MAIN MOTION
(Rule of Eight)

1 Obtain the floor

2 Assign the floor

3 Make the motion

4 Second the motion

5 State the motion

6 Discuss/debate

7 Put the question

8 Announce vote and state action